

UFFIĊĊJU TAD-DEPUTAT
PRIM MINISTRU
MINISTERU GĦALL-AFFARIJJIET EWROPEJ

SEGRETARJAT PARLAMENTARI GĦALL-
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EWROPEJ



MALTA

OFFICE OF THE DEPUTY
PRIME MINISTER
MINISTRY FOR EUROPEAN AFFAIRS

PARLIAMENTARY SECRETARIAT FOR THE EU
PRESIDENCY 2017 AND EU FUNDS

Id-Divizjoni għall-Fondi u Programmi

Funds and Programmes Division

MA Circular 02/2014

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TO: Project Leaders/Contact Persons
European Fisheries Funds 2007-2013

Compliance with the Government of Malta Password Policy

As part of this Division's ICT governance awareness we would like to remind the stakeholders about the Government of Malta Password Policy (CIMU P 0015:2003¹). This policy seeks to ensure that strong passwords are used, in that they are not easily compromised, and also seeks to establish rules for the creation, distribution, safeguarding, termination and reclamation of the Government User Authentication Mechanisms, and is applicable to all account holders. Your attention is again drawn to the declaration section on EFF Database 2007-2013 user account application forms; the FPD places considerable importance on user access.

The EFF Database 2007-2013 follows the MITA Password Standard². Strong passwords shall be hard to guess, having a combination of character types and not related to the user's name. Default passwords should be changed immediately after using it the first time and thereafter they should be changed on a regular basis. *Passwords must never be written down, stored or shared with other persons.*

The policy also stipulates that Heads of Government Entity, and/or Account Holders³ shall be subject to disciplinary action, should they abuse or misuse the provision of the Policy Password in terms of the Data Protection Act⁴ and the Computer misuse provisions of the Criminal Code⁵.

¹ Available at https://www.mita.gov.mt/MediaCenter/PDFs/1_CIMU_P_0015_Password.pdf

² MITA Password Standard version 4.0, issued on 9th May 2011

³ Section 2 of the Policy stipulates that the Head of Government/Entity are to direct respective employees qualifying as Account Holders on the provision found in the Policy and to enforce usage of Strong Passwords within own entity; whilst Account Holders are to comply with this Policy.

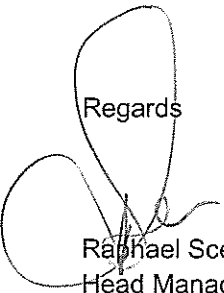
⁴ Data Protection Act – Chapter 40

⁵ Criminal Code of Computer Misuse – Chapter 9, Sub-title V

Heads of Departments are hereby reminder that user accounts are currently free of charge and access is given to duly authorized people on a need to know basis. Since there may be many users working on the same project; users are hereby reminder to communicate with other users since modifications of data by a user might have detrimental effect on others.

Heads of Department should take disciplinary action against officers who fail to abide by these instructions. Unlawful usage of Government of Malta EFF Database 2007-2013 system may lead to serious proceedings being instituted against the person(s) involved as provided in National Legislation.

Regards



Raphael Scerri
Head Managing Authority

Protect your password

Password Do's:

- Do have a minimum of eight characters in your password
- Do include at least three of the following four character sets:
 - o At least one lower case letter (e.g. a to z)
 - o At least one upper case letter (e.g. A to Z)
 - o At least one numeric digit (e.g. 0 to 9)
 - o At least one special character (e.g. + = () & % ! ? > <)
- Do have a password which you can easily remember but hard to guess
- Do change your password at least every 90 days

Password Do Not's:

- Do not reveal or share your password to anyone
- Do not use the same password on multiple accounts
- Do not enter passwords when others can observe what you are typing
- Do not write down your passwords or store them on-line
- Do not walk away from a shared computer without logging-off
- Do not include three or more consecutive characters from your login or full name
- Do not choose a dictionary word in any language, slang, dialect, jargon etc
- Do not include common names of people or places, technical jargon, repeating or keyboard sequences (e.g. ASDFG)

Other considerations

- Always log out EFF Database 2007-2013 when it is not in use
- Lock your PC when it is not in use
- Do not leave the database unattended if it is logged in or unless a password protected screen saver is in place.
- Change your password immediately if you suspect that others know your password
- Inform the System Administrator of the change in the email address in order to be able to reset password if you forget it.